

# Mental Health Administrator 3 (1800044B)

Status

Open

Recruiter

EAST, KELLY

Status Details

Sourcing

Hiring Manager

EAST, KELLY

Primary Location

United States of America > OHIO >

Franklin County > Columbus > James A

Rhodes Office Tower 36

Requisition Type

Professional

Hired Candidates

0 out of 1

# Job Posting Descriptions

## External Description

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### Description - External

The mission of the Ohio Department of Mental Health and Addiction Services (OhioMHAS) is to provide statewide leadership of a high-quality mental health and addiction prevention, treatment and recovery system that is effective and valued by all Ohioans.

### Mental Health Administrator 3

Working Title: Health Equity Program and Policy Administrator

OhioMHAS is recruiting for a professional to manage and evaluate the agency's initiative of addressing issues of cultural and linguistic competence and improved health equity and support services.

Responsibilities of the Health Equity Program and Policy Administrator include, but are not limited to:

Identify grant and resource opportunities to improve cultural competence and improved health equity to culturally and ethnically diverse communities;

Provide oversight of Block Grant funds to implement statewide advocacy and support to health equity & cultural and linguistic competence; provide leadership and technical assistance to agency staff in promoting and advocating cultural competency in all programs & services;

Provide technical assistance in developing agency Disparity Impact Statement required for federally funded program applications;

Collaborate with special populations (i.e.; Deaf/Hard of Hearing, Hispanic/Latino, Somali, etc.) to develop programs, training and policies which improve community engagement, treatment access, quality services, and employment opportunities in the behavioral health workforce.

Identify continuing education opportunities to support agency, local boards/providers, and state health/human services agencies; collaborate with other state of Ohio agencies (e.g., Ohio Commission on Minority Health, Health) to promote adoption of the national stakeholder strategies framework to reduce service and treatment inequities in health and human services;

Collect & evaluate data and produce reports highlighting behavioral health disparities; participate on committees to advise on behavioral health disparities matters; collect and analyze survey and other research data to identify opportunities for improvement and present findings to appropriate stakeholders.

### Qualifications - External

Completion of undergraduate core program in mental health & developmental disabilities technology, social work or comparable field (e.g., child & family community services), special education, psychology or rehabilitation; 12 mos. exp. as lead worker providing work direction & training for other employees; 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 mos. exp. in writing &/or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 mos. exp. scheduling staff to ensure adequate coverage or projecting adequate staff levels; 3 mos. trg. in budgeting or 3 mos. exp. preparing or assisting in preparation of budget for operational unit or program of agency or firm.

-Or 24 mos. exp. in development & implementation of treatment/habilitation plans for individuals who are mentally ill or developmentally disabled & working as part of inter-disciplinary team to assess individual 's needs & abilities; 12 mos. exp. as lead worker providing work direction & training for other employees; 12 mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 mos. exp. in writing or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 mos. exp. scheduling staff to ensure

adequate coverage or projecting adequate staff levels; 3 mos. trg. in budgeting or 3 mos. exp. preparing or assisting in preparation of budget for operational unit or program of agency or firm.

-Or 6 mos. exp. as Mental Health Administrator 2, 65222.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

## Internal Description

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Collaborate with special populations (i.e.; Deaf/Hard of Hearing, Hispanic/Latino, Somolian, etc.) to develop programs, training and policies which improve community engagement, treatment access, quality services, and employment opportunities in the behavioral health workforce.

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### Qualifications - Internal

Completion of undergraduate core program in mental health & developmental disabilities technology, social work or comparable field (e.g., child & family community services), special education, psychology or rehabilitation; 12 mos. exp. as lead worker providing work direction & training for other employees; 12

mos. trg. or 12 mos. exp. in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 mos. exp. in writing &/or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 mos. exp. scheduling staff to ensure adequate coverage or projecting adequate staff levels; 3 mos. trg. in budgeting or 3 mos. exp. preparing or assisting in preparation of budget for operational unit or program of agency or firm.

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-Or equivalent of Minimum Class Qualifications for Employment noted above.

Major Worker Characteristics (For External & Internal)

Knowledge of: 1) behavioral health services and administration (mental and substance use); \*2) agency policies & procedures; 3) research methods, including data collection & analysis of community assessments & related information (e.g., access & interpret basic to complex community epidemiological data); \*4) CLAS Standards (National Standards for Culturally and Linguistically Appropriate Services); 5) social sciences (e.g., psychology, sociology, nursing, social work, public health, or related academic area); 6) budgeting

Skill in: 7) personal computer & associated software (Microsoft Office applications; statistical packages [e.g., SPSS, SAS]; 8) interviewing; 9) management of large data/complex databases.

Ability to: 10) define problems, collect data, establish facts & draw valid conclusions; 11) use statistical analysis; 12) use proper research methods in gathering data; 13) distinguish between quantitative & qualitative community assessment data; 14) develop complex reports & position papers; 15) handle sensitive contacts with the public, community groups & other governmental agencies; 16) gather, collect and classify information about data, people or things; 17) write &/or edit program policies & guidelines and reports; 18) assess needs of defined populations and evaluate services delivered; 19) prepare and deliver speeches and presentations before technical and general audiences

Supplemental Information (For External & Internal)

All answers to the supplemental questions must be answered completely and supported by the work experience/education provided on your civil service application.

Unless required by legislation or union contract, starting salary will be set at the lowest rate of the salary range with gradual increases after six months and following successful annual performance evaluations.

Background Check Information

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

MQ Scoring Plan

Q Code

Response Points

MQ65223EDU1

0, 15, 20, 20

MQ65223EXP1

0, 0, 5, 10, 15, 20

MQ65223EXP2

0, 5

MQ65223EXP3

0, 5

MQ65223EXP4

0, 5

MQ65223EXP5

0, 5

MQ65223EXP6

0, 5

MQ65223EXP7

45, 0

MQ's Passing Score

35%

# Prescreening

## Questions

Question	Answer	Required/Asset	Weight
1. Are you currently employed by the Ohio Department of Mental Health & Addiction Services? Local, Code: 1536245398423 , Type: Single Answer	Yes	—	0 (0%)
	No	—	0 (0%)
2. What is your highest level of education in mental health & developmental disabilities technology, social work or comparable field (e.g., child & family community services), special education, psychology or rehabilitation? Local, Code: 1536245398432 , Type: Single Answer	None	—	0 (0%)
	Associate Core Program or Associate Degree	—	15 (13%)
	Undergraduate Core Program or Undergraduate Degree	—	20 (18%)
	Graduate Core Program or higher	—	20 (18%)
3. How many months of experience do you have in development & implementation of treatment/ habilitation plans for individuals who are mentally ill or developmentally disabled & working as part of interdisciplinary team to assess individual ' s needs & abilities? Local, Code: 1536245398442 , Type: Single Answer	None	—	0 (0%)
	Less than 6 months	—	0 (0%)
	At least 6 months but less than 12	—	5 (4%)
	At least 12 months but less than 18	—	10 (9%)
	At least 18 months but less than 24	—	15 (13%)
	24 months or greater	—	20 (18%)
4. Do you have AT LEAST 3 months training in budgeting OR 3 months experience preparing or assisting in preparation of budget for operational unit or program of agency or firm? Local, Code: 1536245398451 , Type: Single Answer	Yes	—	5 (4%)
	No	—	0 (0%)
5. Do you have AT LEAST 12 months experience as lead worker providing work direction & training for other employees? Local, Code: 1536245398460 , Type: Single Answer	Yes	—	5 (4%)
	No	—	0 (0%)
6. Do you have AT LEAST 12 months training or experience in state &/or federal regulations & standards governing care, custody & programming of consumers/ residents in mental health or developmental centers? Local, Code: 1536245398466 , Type: Single Answer	Yes	—	5 (4%)
	No	—	0 (0%)
7. Do you have AT LEAST 6 months experience in writing or assisting in development of policies, procedures, goals	Yes	—	5 (4%)
	No	—	0 (0%)

& objectives of operational unit or program of agency or firm?

Local, Code: 1536245398472 , Type: Single Answer

8. Do you have AT LEAST 1 course in manpower planning OR 3 months experience scheduling staff to ensure adequate coverage or projecting adequate staff levels?	Yes	—	5	(4%)
	No	—	0	(0%)

Local, Code: 1536245398478 , Type: Single Answer

9. Do you have 6 or more months experience as a Mental Health Administrator 2, 65222?	Yes	—	45	(40%)
	No	—	0	(0%)

Local, Code: 1536245398483 , Type: Single Answer

10. Do you have experience working with special population groups (e.g., deaf and hard of hearing, Hispanic/Latino, refugee and immigrant groups, etc.)?	Yes	Asset	0	(0%)
	No	—	0	(0%)

Local, Code: 1536245398489 , Type: Single Answer

11. If you possess the experience to question #10, you must provide a clear description of the services delivered, to include the employer name and dates of employment; or, type 'N/A' if you answered No.

Local, Code: 1536245398494 , Type: Text Answer

12. Do you have experience in developing grants, funding opportunities, or programs to address issues of health disparity and health equity?	Yes	Asset	0	(0%)
	No	—	0	(0%)

Local, Code: 1536245398499 , Type: Single Answer

13. If you possess the experience to question #12, you must provide a clear description of the services delivered, to include the employer name and dates of employment; or, type 'N/A' if you answered No.

Local, Code: 1536245398503 , Type: Text Answer

14. Do you have a professional license or special certification demonstrating competence in National CLAS standards?	Yes	Asset	0	(0%)
	No	—	0	(0%)

Local, Code: 1536245398508 , Type: Single Answer

15. Please indicate any language other than English that you speak fluently (e.g., Spanish, ASL, etc.), or, type 'N/A' if you are not bilingual.

Local, Code: 1536245398514 , Type: Text Answer

16. Do you have at least three (3) years of relevant experience in developing, initiating, coordinating and or managing community based and/or system-wide culturally competent and culturally linguistic programs with focus on issue of health equity and elimination of healthcare disparities?	Yes	Asset	0	(0%)
	No	—	0	(0%)

Local, Code: 1536245477769 , Type: Single Answer

17. If you possess the experience to question #16, you must provide a clear description of the services delivered, to include the employer name and dates of employment; or, type 'N/A' if you answered No.

Local, Code: 1536246182353 , Type: Text Answer

18. Do you have at least three (3) years of public speaking and in written and oral presentation of culturally competent and culturally linguistic information with diverse audiences, including minority and ethnic groups, provider organizations, professional organizations, state or federal agencies, and related community partners?	Yes	Asset	0	(0%)
	No	—	0	(0%)

Local, Code: 1536246239598 , Type: Single Answer

19. If you possess the experience to question #18, you must provide a clear description of the services delivered, to include the employer name and dates of employment; or, type 'N/A' if you answered No.

Local, Code: 1536246342134 , Type: Text Answer

20. Do you have experience in using social media as tool for improved outreach and communication to diverse audiences?

Yes	Asset	0	(0%)
No	—	0	(0%)

Local, Code: 1536246423667 , Type: Single Answer

	Weight
Total for Competencies and Questions:	110 (100%)

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

## Disqualification Questions

Questions	Answer	Result
1. Are you a current State of Ohio employee? Global, Code: OH_SOH_EMP , Type: Single Answer , Visible by: External Candidates	Yes, I'm an interim or intermittent employee *	To Be Verified
	Yes, I'm a temporary, seasonal or project employee *	To Be Verified
	No, I'm not a State of Ohio employee	The Candidate Passes
	Yes, I'm a permanent employee *	To Be Verified
	Yes, I'm a fixed term or established term employee *	To Be Verified
	* If you are a current State of Ohio employee, please provide your eight (8) digit, OAKS ID number.	
2. Do you have a legal right to work in the United States? Global, Code: OH_RTW_US , Type: Single Answer , Visible by: All Candidates	No	To Be Verified
	Yes	The Candidate Passes
3. If you were previously employed by the State of Ohio, please choose one of the following: Global, Code: OH_PREV_EMPL_DATE , Type: Single Answer , Visible by: External Candidates	Employment ended prior to 12-01-2004.	To Be Verified
	N/A - Not previously employed by the State of Ohio or current state employee.	The Candidate Passes
	Employment ended on or after 12-02-2004.	To Be Verified